

**EMPLOYMENT OPPORTUNITY**

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| <b>Job Title</b>                             | Administrative Support II/ Deputy City Clerk |
| <b>Department</b>                            | City Clerk's Office                          |
| <b>Posting Date</b>                          | June 29,2010                                 |
| <b>Closing Date for Resumes/Applications</b> | July 8, 2010                                 |
| <b>Starting Pay</b>                          | \$ 15.276 per hour/ \$31,775.00 annually     |
| <b>Exempt/Non-exempt</b>                     | Non-Exempt                                   |
| <b>Status</b>                                | Full-time                                    |

The City of Saint Charles Clerks Office is recruiting for a City Clerk Administrative Support position to perform in a variety of diverse situations for middle to upper management level professionals. This position typically provides dedicated support to one Department Head or several managers in a busy department.

**Essential Duties and Responsibilities**

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Preparation of Council Meeting packets in electronic format, including scanning of agenda and backup material, copying packet on discs, and placement of the packet on the City's website
- Maintenance of the Councilmember's and City Clerk's Office WebPages
- Screens calls, visitors and incoming correspondence; personally responding to requests for information; determining which should be handled by the supervisor or staff member, or other offices
- Update the following regulations/books with revisions, as necessary: Code Book, Ordinance Amendment Book, Administrative Code, Personnel Code, Council Rules of Order, and City Charter
- Makes arrangements for conferences and meetings and assembles materials for Councilmember's and Clerk's Staff
- May attend meetings and record and report on proceedings
- Apply postage to outgoing mail for all departments in City Hall
- File records by date and numerically (color-coded as to type of file), including creation of file folders
- Receive subdivision plats, route through various departments for approval, obtain signature of City Clerk, and verify that copy is received of the recorded plat
- Sort and distribute incoming mail for Clerk's Office and Councilmember's
- Register residents to vote
- Set up Chambers and/or conference rooms for Council and Council Committee Meetings
- May prepare and sign routine non-technical correspondence and sign the supervisor's name
- Schedules tentative appointments without prior clearance
- Reviews outgoing materials and correspondence
- Assures that proper clearances have been obtained when needed
- Collects information and prepares reports
- Refers non-routine requests to supervisor or staff
- Coordinates administrative forms and forwards for processing
- Handles routine division or department level purchasing; assists in monitoring departmental budget
- Performs all work described in Administrative Support I job description

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent and 2-5 years of municipal office experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Must be proficient with Microsoft Office Suite of Products. Must be able to quickly learn new software packages. \* **Performance and written tests may be required.**

### **Contact Information**

Interested applicants should submit an application to: The City of Saint Charles Human Resources Department, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website and faxed to Human Resources at (636) 940-4606. Website address for the employment application is:

<http://www.stcharlescitymo.gov>

*The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify*